

Notice Number: #26-21

Location: Washington Navy Yard, Washington, DC

Closing Date: 3/8/2021 (11:59:59 PM (EST))

Command & Location: CNIC - Commander, Navy Installations Command (CNIC)

Grade: GS-13/14

Job Type: **Assistant Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is an anticipated vacancy for an attorney to serve as an Assistant Counsel within the Commander, Navy Installations Command (CNIC) Headquarters (HQ) Office of Counsel. The position is located at the historic Washington Navy Yard, in Washington, D.C. The CNIC Office of Counsel is under the general supervision and coordination of the Department of the Navy (DON) Office of the General Counsel (OGC) and provides commercial and business legal services to CNIC and its field activities worldwide. CNIC enables and sustains Naval forces from the shore by designing, developing and delivering integrated shore capabilities to the Fleet, the Fighter and the Family. CNIC is comprised of 10 regions and supporting 70 installations. For more information about CNIC, please visit <https://www.cnic.navy.mil/>.

The Assistant Counsel will report directly to the CNIC Senior (Supervisory) Associate Counsel for environmental law and real estate matters. The successful candidate will provide legal support across the full range of OGC practice areas, with an emphasis in environmental law and real estate/land use matters. The incumbent supports CNIC's attorneys in the Region field offices and coordinates with attorneys, both civilian and military, across the Department of the Navy, the Department of Defense and other Federal agencies. Routine use the Department of the Navy (DON) information systems to conduct reviews is required. The selected candidate will be expected to perform the above job function and duties with minimal supervision. Occasional travel may also be required.

Additional duties may include providing advice and guidance in the areas of fiscal law, acquisition, Government Ethics/Standards of Conduct, Freedom of Information Act/Privacy Act matters and other administrative law matters resulting from operations and responsibilities of operating large military installations.

To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of professional legal experience in the relevant practice areas. Eligibility at the GS-14 level requires three and one-half years of professional legal experience in the relevant practice areas. The grade level offered will be based on the successful applicant's qualifications and funding availability.

Applicants will be evaluated on: 1) the depth, breadth, and quality of relevant legal experience; 2) their research, analytical, writing and communication skills; 3) their interpersonal skills, including the ability to establish strong attorney-client relationships, including with senior military clients and with government civilian attorneys; 4) their success contributing to a legal team/organization. Knowledge, understanding, or experience with DON OGC, the DON, and/or CNIC may be considered a plus. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel, or Law Firm/Office beyond the day-to-day legal practice are desired.

The successful candidate must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants must submit a cover letter explaining their interest in the position, along with a resume, two short writing samples (no more than 10 pages in length, but may be a portion of larger document), two most recent performance appraisals (if available), and the names and telephone numbers of at least three references (other than current supervisor) who can speak to their professional qualifications and may be contacted. A client reference is encouraged. Applicants should include current grade (if applicable), salary requirements and projected availability. Current federal employees must also provide a copy of their most recent SF-50. Attorneys who have graduated from law school within the last 5 years must provide a copy of their law school transcripts including class rank. Pay will be set commensurate with the successful applicant's qualifications, funding availability and General Schedule Pay setting guidelines.

Electronic submissions (MS Word or Adobe ".pdf") are required and should be sent to CNICOGCJOBS@navy.mil. Hard copy applications are not being accepted at this time.

This personnel notice will close at 11:59:59 PM (EST) on March 8, 2021, and applications must be received by this time and date to be considered.

Interested attorneys may contact Mr. Michael Law, Senior Associate Counsel, CNIC HQ at (202) 433-4806 or by email at Michael.B.Law@navy.mil.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible

for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.